

OJCS-1193-73  
11 October 1973

*Copies to: OC - O*  
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*S*  
*DO*  
*CS*  
*FEB*

MEMORANDUM FOR: Director of Communications  
Director of Finance  
Director of Logistics  
Director of Medical Services  
Director of Personnel  
Director of Planning, Programming and Budgeting  
Director of Security  
Director of Training

SUBJECT : OJCS Program Maintenance Support for DDM&S  
Application Systems

1. Definitions.

a. Program Maintenance. Changes to a computer program required to improve its performance or utility, or to provide different outputs, such as a new style of report.

b. Scheduled Program Maintenance. Changes scheduled in advance and usually made at periodic intervals rather than as each change is suggested.

2. Policy. Effective immediately, the Office of Joint Computer Support (OJCS) will provide only scheduled program maintenance for DDM&S applications. Exceptions may be made in emergencies or when approved in writing by the Director of Joint Computer Support.

3. Procedures.

a. Program maintenance will generally be done on a quarterly schedule.

b. User offices and OJCS project leaders may submit requests for program maintenance at any time prior to ten (10) days before the end of a given quarter.

c. OJCS will consolidate all requests for program maintenance and prepare plans for performing the analysis and programming required. These plans will be sent to user offices with a request that any comments be returned to OJCS within five working days. All plans will include estimates of labor and machine costs to be charged to user accounts.

d. OJCS will fix programming mistakes or unexpected program performance problems which are of immediate concern to users as soon as possible. Program inadequacies or minor program faults which are not unduly disturbing to the users will be deferred until the next regular quarterly maintenance period.

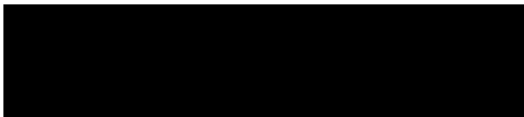
e. All program maintenance requests will be forwarded to the Chief, Applications Division, OJCS, using Form 930, Request for Computer Services.

f. Quarterly program maintenance periods will begin on the first day of the months listed below:

OMS, OP, OS, OTR  
OC, OJCS, OL  
OF, OPPB

January, April, July, October  
February, May, August, November  
March, June, September, December.

STATINTL

  
Acting Director of Joint Computer Support

cc: C/AD/OJCS  
C/OD/OJCS  
C/SED/OJCS  
C/USD/OJCS

## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

OC ADP MAP Requirements

FROM: C/OC-E 806 Ames	EXTENSION  2952	NO. OCE-M-73-169 <hr/> DATE 02 OCT 1973
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TO: (Officer designation, room number, and building)	DATE		OFFICER'S INITIALS	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
	RECEIVED	FORWARDED		
1. OC-EXA GA-43 Hdqs.				
2.				
3.				
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